

**CITY OF SALINA**  
**POSITION DESCRIPTION**

CLASS TITLE: Permit Technician I      GR: G    FLSA: NE      DATE: 10/10/19

DEPARTMENT: Community & Development Services DIVISION: Building Serv.

REPORTS TO: Dev. Services Supervisor    APPROVED \_\_\_\_\_    JOB CODE: 1050

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**GENERAL DESCRIPTION:**

Under general supervision of the Development Services Supervisor, works closely with staff to perform the administrative support functions related to the acceptance, completeness review, distribution, plan review and issuance of building and planning permits and other administrative support functions related to post-issuance permit documentation and general zoning regulations. Responsibilities include working closely with and assisting other permit technicians to assure completion of daily work duties. Work duties would vary with minimal leeway for discretion and independent judgment.

**TYPICAL DUTIES:**

- Verifies documentation necessary to accept initial permit application submittals; performs completeness reviews, distributes construction and plan review documents to the respective staff for review; monitors and confirms status of plan review for pending permits; prepares all written documentation and approved plans for permit issuance
- Performs data entry and maintenance of electronic files and spreadsheets related to plan review and permit issuance; monitors all documentation related to post issuance reviews and approvals; schedules and coordinates final inspections
- Composes and types routine correspondence; maintains records and files; prepares correspondence and reports as required; answers the phone and routes messages or requests for service, answers questions regarding basic code and permit requirements; furnishes information requested by departmental staff or customers; regularly provides assistance and works with other permit technicians, including processing permit payments and balancing receipts, scheduling and coordinating interim permit inspections
- Manages contractor testing application records; assists inspection staff in the property maintenance inspection and documentation process; assists in answering incoming phone calls, assists the staff liaison in maintaining records and minutes for the Building Advisory Board; manages the records involved with department court cases
- Performs overtime as required; and performs other duties as assigned.

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:** None

**RESIDENCY REQUIREMENTS:** None

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Any combination of education and experience equivalent to graduation from high school, and three years of progressively responsible administrative support work. Solid background in computer software applications including Microsoft Office.

ESSENTIAL JOB FUNCTIONS:

Read basic plans to recognize various types of plans and general plan details. (Daily)

Prepare, organize and file records, reports and other documents. (Daily)

Use personal computer to manage database information. (Daily)

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Type accurately at or above 40 words per minute. (Daily)

Receive and forward messages accurately. (Daily)

Maintain and exhibit discretion at all times when handling confidential information. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Work Type:** Light, exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

**Climbing/Balancing:** Minimal, ability to sit and stand

**Walking:** Minimal amount required

**Stooping/Bending:** Frequently

**Stand/Sit:** Sit about 85 percent of the time

**Reaching:** Frequent, overhead as well as horizontal

**Vision:** Adequate to perform essential job functions

**Color Vision:** Adequate to perform essential job functions

**Hearing:** Adequate to perform essential job functions

**Speech:** Frequently express ideas and be understood

**Eye/Hand/Foot Coordination:** Frequently operates equipment requiring moderate ability

**Manual Dexterity:** Frequently operates equipment requiring moderate ability

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

**Inside/Outside:** Work inside

**Cold/Heat:** Controlled

**Wet/Dry:** Controlled

**Noise/Vibrations:** Office equipment

**Hazards:** None

**Fumes/Dust/Odors:** None

**Infectious Diseases:** Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to schedule appointments.

Ability to organize files and effectively retrieve data.

Ability to comprehend computer software principles.

Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, scanner, copy machine, calculator, telephone, and fax.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.